

STAGE 1: RECEPTION & REGISTRATION OF APPLICATIONS (SUB-COUNTY)

Registered Architect (RA) prepares "Development Proposal" (DP) on behalf of client (Domestic, Public, Warehouse)

Registered Registered Physical Planner (RPP) prepares "Development Proposal" (DP) on behalf of client (Domestic, Public, Warehouse)

Submission of DP to Sub County Planning Office (SCCO) with covering prescribed forms (PPA I, CPD 001)

Does the DP have all the necessary annexes eg title, survey plan etc?

NO

NO

Verbal Instructions to include requisite documents

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YES

Administrative Officer (AO) examines requisite fees from the Finance Act

AO issues Invoice against Plinth Area indicated by the RA. Invoice number doubles up as Plan registration Number (CPD005A)

AO issues invoice against the type of planning application by the RPP (CPD003)

Payment is made at the SubCounty Revenue Office

Verbal instructions to settle fees fully

NO

Have all Payments been done in full?

NO

Verbal instructions to settle fees fully

AO Prepares DP particulars on Architectural Comment Sheet (CS - CPD002B) and records in the Architectural Plans in the Master Circulation Register (xxxx) & forwards it to CSCPO

AO Prepares DP particulars on Planning Comment Sheet (CS - CPD002A) and records in the Planning Submissions in the Master Register (xxxx) & forwards it to CSCPO